



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)**

Position Vacancy Announcement

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: 04-FI-OTR-0023R	POSITION: Tax Auditor
POSITION SERIES: DS – 511	POSITION GRADE: DS – 5/1 – 12/10
OPENING DATE: July 28, 2004	CLOSING DATE: Open Continuously
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: August 25, 2004	SALARY RANGE: \$24,670 - \$68,156
	TOUR OF DUTY:
WORKSITE: 941 North Capital Street, N.E.	AREA OF CONSIDERATION: Unlimited
PROMOTION POTENTIAL: DS-12	NO. OF VACANCIES: Ten (10) or more
AGENCY: Office of Tax and Revenue	DURATION OF APPOINTMENT: Permanent

This position is in a collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES: The incumbent performs auditing functions limited in variety or complexity. Conducts office and field examinations, which include various individual, partnership, unincorporated business, or corporated entities to ensure compliance with appropriate laws and regulations. Applies sound accounting practices, auditing standards, business practices, and tax law knowledge in determining a taxpayer's proper liability. Makes recommendations, decisions, commitments, and conclusions regarding tax liability, writing reports on all types of audits, varying from partial reports for cases in which the examinations has been abandoned or when a change in tax liability is recommended. Examines payrolls, purchase vouchers, cash receipts, ledgers, and other documents to determine if transactions were properly supported in accordance with pertinent laws or regulations, and are arithmetically correct. Manages inventory of tax cases, plans and schedules work independently. Uses automated systems to create audit cases, modify audit case details and notes, and perform audit adjustments.

QUALIFICATIONS REQUIREMENTS: **DS-5** - Four (4) year course of study leading to a bachelor's degree; **DS-7** – One (1) year of graduate level education or superior academic achievement or one (1) year of specialized experience at the DS-5 level; **DS-9** - Two (2) years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree or one (1) year specialized experience at the DS-7 level; **DS-11** – Three (3) years of progressively higher level graduate education leading to a Ph.D degree or Ph.D or equivalent doctoral degree or one (1) year specialized experience at least the DS-9 level; **DS-12** – One (1) year of specialized experience at the DS-11 level. **In addition** – Applicant must have a degree in accounting or related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law, or a combination of education and experience – at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following: (1) Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law. (2) A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or (3) Completion of the requirements for a degree that included substantial course work in accounting or auditing.

SPECIALIZED EXPERIENCE: Experience that has provided the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SELECTIVE PLACEMENT FACTOR(S): Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

For consideration at the DS-5 level respond to the following:

1. Knowledge of professional accounting and auditing principles, concepts, and practices.
2. Knowledge of verification and computation techniques and methods, including skill in exercising great accuracy, especially working with numbers and statistics.
3. Ability to research from various sources, and extract and interpret all pertinent data.

For consideration at the DS-7 and DS-9 levels respond to the following:

1. Knowledge of professional accounting principles and auditing procedures.
2. Intensive knowledge of basic District of Columbia tax laws, regulations, Internal Revenue Code and investigative methods.
3. Ability to perform research and related findings.
4. Ability to communicate effectively both oral and written, and maintain professional in all situations.
5. Ability to work independently, plan and organize work and maximize productive use of time.

For consideration at the DS-11 and DS-12 levels respond to the following:

1. Sound knowledge of generally accepted accounting principles, procedures and generally accepted auditing standards.
2. Broad working knowledge of the intent and content of DC tax laws and regulations, and Internal Revenue Code.
3. Ability to meet and communicate effectively with taxpayers and their representatives and maintain professionalism in all situations.
4. Ability to determine the most effective manner to conduct examinations and to solve problems where the guidelines are not clear and few precedents exist.
5. Ability to write clear, comprehensive reports and examinations to support recommended changes or adjustments proposed in cases.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER

THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

WORKING CONDITIONS: Office Environment

PHYSICAL EFFORT: Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). **ALL APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

WHERE TO APPLY:

Twana Brooks
OCFO – OMA – Human Resources
941 North Capitol Street, N.E., Suite 1200
Washington, DC 20002
Fax: (202) 442-6413

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

NOTICE OF NON-DISCRIMINATION - In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. In addition, harassment based on any of the above, protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER